

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS COMMITTEE MEETING AGENDA**  
**For Tuesday, January 19, 2010**

- I. Call to Order (5:00 p.m. at the AURORA HARBOR OFFICE).
- II. Roll Call (Etheridge, Jardell, Jebe, Preston, Wostmann, and Williams).
- III. Approval of Agenda.

**MOTION: TO APPROVE AGENDA AS PRESENTED OR AMENDED.**

- IV. Public Participation on Non-Agenda Items (not to exceed five minutes per person or twenty minutes total).
- V. Approval of Previous Meeting Minutes.  
Presentation by the Committee Secretary

Public Comment.

**MOTION: TO APPROVE THE DECEMBER 15, 2009 OPERATIONS  
COMMITTEE MEETING MINUTES AS PRESENTED OR AMENDED.**

Committee Discussion/Action.

- VI. Items for Action.
  - 1. Discussion of plow for the new F350 Truck  
Presentation by Port Director

Public Comment

**MOTION: TO BE DEVELOPED AT THE MEETING**

- 2. Discussion of Crane Warm-up and Operations.  
Presentation by Port Director

Public Comment

**MOTION: TO BE DEVELOPED AT THE MEETING**

Committee Discussion/Action

3. Discussion of Request to Moor Boarding House in Downtown Harbor  
Presentation by Port Director

Public Comment

**MOTION: TO BE DEVELOPED AT THE MEETING**

Committee Discussion/Action

VII. Items for Information/Discussion.

1. Harbor Accomplishments  
Presentation by the Harbormaster or designated representative.

VIII. Staff & Member Reports.

IX. Committee Administrative Matters.

1. Next Operations Committee meeting – February 16, 2010

X. Adjournment.

**MOTION: TO ADJOURN THE OPERATIONS COMMITTEE MEETING.**

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**For Tuesday, December 15, 2009**

I. Call to Order

Chair Ms. Jebe called the Operations Committee Meeting to order at 5:00 p.m.

II. Roll Call

The following Committee Members were present: Ms. Jebe, Mr. Etheridge, Mr. Wostman and Mr. Preston.

Absent: Mr. Jardell, and Mr. Williams

Also in attendance were the following: Mr. Stone – Port Director and Mr. Benner – Harbormaster.

III. Approval of Agenda.

**MOTION by Mr. Etheridge: ASK UNANIMOUS CONSENT TO APPROVE THE AGENDA AS PRESENTED.**

**The motion passed without objection.**

IV. Public Participation on Non-Agenda Items.

There was no public participation.

V. Approval of Previous Meeting Minutes.

Amendment to the November 17 operations meeting: Mrs. Jebe said on page 3, paragraph one, first sentence. Correction to the spelling of the word servere, should be severe.

**MOTION by Mr. Preston: ASK UNANIMOUS CONSENT TO APPROVE THE NOVEMBER 17, 2009 OPERATIONS COMMITTEE MEETING MINUTES AS AMENDED.**

**The motion passed without objection.**

VI. Items for Action.

1. Discussion of Electrical Pedestals in Douglas Harbor.

Mr. Benner said we have determined there are five bad electrical meters in the Douglas Harbor. This is because these meters are old and they have not been reading any kilowatt usage for the past year. Mr. Benner said we are getting some quotes from Anchor Electric. Mr. Stone said when the Douglas Harbor was originally built and AEL&P had installed a master meter we use to sell Power at a flat rate through the CBJ Harbor Department. Later on we were told by AEL&P we could not do it this way.

**CBJ DOCKS & HARBORS BOARD  
OPERATIONS COMMITTEE MEETING MINUTES**

**December 15, 2009**

**Page 2**

**VI. Items for Action (continued)**

AEL&P has determined the five problem meters are DM-037, DM-042, DM-043, DE-013 and DD-022. Mr. Stone said Bill Shatenburg from Anchor Electric said the new meters should be around \$100.00 each to purchase. If we decide not to purchase new meter there are three other solutions as follows:

1. To charge the patron a flat rate charge for the electricity they used.
2. Purchase replacement meters.
3. Switch them out with the spare pedestals that we have left over from the Harris Harbor rebuild.

Mr. Stone said the meters located at DM-042, and DM-043 had no recorded Kilowatt usage for a year.

Mr. Stone said some patrons received free electricity and knew they were not being charged.

Mr. Wostman suggested we go back and charge for the electricity that was used during this year

Mrs. Jebe asked how do we determine what they owe if we could not read the kilowatt use.

Mr. Stone said we can monitor the new meters for a month then multiply it by the length of time each patron was at these locations.

Mr. Etheridge said we could charge a flat rate charge per month for the time they used electricity up to the time they started their account with AEL&P.

Mrs. Jebe asked who's getting billed for the Kilowatts they used. Mr. Benner said the Harbor Department has been getting charged for the past year.

Mr. Wostmann asked if we could research to see who were in these slips, so we can bill them for their usage of the electricity. Mr. Benner said yes we can and he just needed to know if we should go back six months or a year. Mr. Etheridge said we should direct the staff to collect the fees for the five meters for the past year. Everyone agreed that this is a good idea.

Further discussion among board members.

**MOTION by Mr. Preston: TO DIRECT STAFF TO CHARGE THE SHORE POWER ACCESS FEE RETRO ACTIVELY FOR THE PAST YEAR OF 2009 FOR FIVE METERS LOCATED AT DM-37, DM-042, DM-043, DE-013, AND DD-022 AT THE DOUGLAS BOAT HARBOR. 2009.**

**VII. Items for Information/Discussion.**

**2. Discussion on Crane Warm-ups and Operations.**

Mr. Benner said we have the new crane keys to operate the cranes. We are noticing the equipment needs to be warmed up before being used during the winter. The fluid needs to be warmed up so the equipment can run correctly. We are noticing the patrons will turn on and off a crane for just a minute or two then shut it off. When it is 10 or 15 degrees outside, this is tough on the equipment. The oil in the hydraulics need to be warmed up. Mr. Benner said we have insulation and heat lamps keep the oil from freezing.



**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS COMMITTEE MEETING MINUTES**

**December 15, 2009**

**Page 3**

VI. Items for Information/Discussion

2. Discussion on Crane Warm-up and Operations. (Continued)

Mr. Benner said he is having Bill from Anchor Electric set the cranes for a five minutes minimal Warm-up time. Mr. Wostmann asked if we have had problems with the new cranes at the loading facility. Mr. Benner said No the cranes have very limited hydraulics and are more mechanical. He said Bill from Anchor Electric will set five minute warm-up times for all of the cranes. Mr. Benner will send out a letter for the patron's who have purchased a crane key to inform them about the five minutes warm up time.

VII. Items for Information/Discussion.

1. Harbor Accomplishments.

Mr. Benner said the staff filled the big potholes at the Statter Harbor. Dennis Holloway took an oil burner class so he could learn more about how the oil burner runs and he is doing a great job at getting the old oil burnt that we had built up. We had a safety assessment by the safety officer and he had some recommendations. The Staff have been busy working on completing them. We have one sander down and the parts are on there way so we can fix it. The second sander is running so we are using it while we are waiting for the other one to get fixed.

Further discussion among the committee and board members

IX. Committee Administrative Matters.

The next operation meeting will be at 5:00 p.m. on January 19<sup>th</sup> at the Aurora Office.

Cecelia Larson will be retiring and her party will be December 31, 2009 at 12:00 p.m. at the Port Office.

X. Adjournment.

**MOTION by Mr. Preston: ASK TO ADJOURN THE OPERATIONS COMMITTEE MEETING AND ASKED UNANIMOUS CONSENT.**

**Motion Passed without objection.**

Meeting adjourned at 5:50 pm



From: Phil Benner, Harbormaster  
To: Operations Committee  
Via: John Stone, Port Director

Subj: Plow for New F-350 Pick up

1. Due to the age and condition of our current vehicles, I would like to move up the date to install a plow on our new F-350 Pick-up. Attached is the price from our local authorized dealer and we could make the money available with little impact to current or future operations.

2. If you have any question feel free to call, 586-5255

## Evergreen Motor Works



9472 Eagle Street

Juneau, AK 99801  
United States  
Phone: 907-321-1710  
Fax:

### Quotation

Customer
City of Juneau <i>Attn: Bob Clowder</i>
Juneau, AK 99801 United States Phone: 586-5246 Fax: 586-5364

Quotation
Quote Date: 1/7/2010 Expiration Date: 2/7/2010

Qty	Part	Description	Price	Total
1.0	92polyv	9.2poly v blade package	\$6,700.00	\$6,700.00

Subtotal	\$6,700.00
Discount	\$0.00
Sales Tax	\$0.00
Labor/Install	\$500.00
Labor Tax	\$0.00
Freight	\$0.00
Deposit	\$0.00
Subtotal	\$7,200.00



**John Stone**

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**From:** Alex Francis [alex.francis@alxtechnology.com]  
**Sent:** Sunday, January 10, 2010 9:18 AM  
**To:** John Stone  
**Subject:** warm up

Hello there .. Happy New year.

We have a solution for the hoist minimum time period so the hydraulic fluid warms up.

We'd add a function in the reader tables to provide a selection of "equip On/Off function with min ON time".

When someone uses their card .. that equip will run for the minimum time period specified.

.. even if the card is used again to turn the Equip Off before the min time is up. The card ON and card OFF log will reflect when the User used his card to turn ON and OFF.

Once the previous User signed out (Off), someone else could swipe their card before the min time is up and that would begin their session ... and operate normally until the card is swiped OFF.

The next time someone used their card .. the minimum time would begin again.

Office folks can turn the hoist off from the Console as they do now, overriding the warm up time.

If you think this is what you want, let me know & send a PO (or equiv) for \$2,000 to implement.

PS. Please note our new address and phone number below.

Regards,

Alex Francis    ~ ~ ~ \_/) \_/) \_/) ~ ~ ~

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[www.ALXTechnology.com](http://www.ALXTechnology.com)  
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Don Munch houses  
Floating Lodge  
114ft x 38ft x 2 1/2 story



**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS COMMITTEE MEETING MINUTES**

For Tuesday, November 20, 2007

I. Call to Order.

Chair Ms. Jebe called the meeting to order at 5:00 pm. at the Aurora Harbor Office.

II. Roll.

The following members were present: Ms. Jebe, Mr. Simpson, Mr. Etheridge and Mr. Williams.

Also in attendance was Pam Johansen – Docks & Harbors Administrative Officer.

III. Approval of Agenda.

**MOTION by Mr. Etheridge: ASK UNANIMOUS CONSENT TO APPROVE THE AGENDA AS PRESENTED.**

**The motion passed without objection.**

IV. Public Participation on Non-Agenda items.

There was none.

V. Approval of Previous Meeting Minutes.

**MOTION by Mr. Etheridge: ASK UNANIMOUS CONSENT TO APPROVE THE MINUTES FROM THE OCTOBER 16, 2007 OPERATIONS COMMITTEE MEETING WITH THE FOLLOWING AMENDMENTS:**

- 1. Under Items for Action #2, second paragraph, second sentence, the word “cane” should be “came.”**
- 2. Under Items for Action #3, first sentence the word “spring” should have been placed between the words “last and but.”**
- 3. Under Items for Information/Discussion #5, the words “parks and recreation” should have been placed between “manager and had.”**

**The motion passed without objection.**

VI. Items for Action.

1. WIG Craft Speed Limit Exemption Reconsideration.

Mr. Etheridge said that in the last Board meeting the speed limit exemption was approved. He said at that meeting some safety issues came up concerning the speed of the vessels under the bridge and around Aurora and Harris harbors. At the time, it was assumed that the Coast Guard would take care of the routing. However, the Port Captain said that the Coast Guard is only concerned with the safety of the craft and so the responsibility of speed limit enforcement falls on the Docks & Harbors Department. This item has been brought back to the Committee for them to decide whether to change the exemption.

**Docks and Harbors**  
**Operations Committee Meeting**

November 20, 2007

Page 2

VI. Items for Action continued

The Committee discussed the issue.

Mr. Linus Romey – of Pacific Seaflight Company attended the meeting and said that the WIG crafts operate under the same conditions as any other vessel. He said that the speed in any given area is going to be adjusted depending on the conditions.

There was no motion.

2. Proposed Amendments to the Waterfront Sales Permit Regulations.

Ms. Jebe said that the introduction of the proposed Waterfront Sales Permit Regulations was on the October 16, 2007 Operations Committee meeting.

She said there would be public hearings at the November 20, 2007, and the December 11, 2007 Operations Committee meetings, with the final determination to be made at the December 27, 2007 Regular Board meeting.

The Committee had no additions to the revised proposed Waterfront Sales Permit Regulations.

**PUBLIC HEARING:**

There were no participants testifying.

3. Wayside Park Fishing Float and Drive – Down Ramp Snagging Prohibition.

Mr. Etheridge said that the Parks and Recreation department does not take care of the dock and that it does belong to the Docks and Harbors department. He said that as you walk down the ramp to the dock, there are people snagging off the sides. Having people snag off the sides of the ramp causes safety issues for persons walking down the ramp.

Mr. Etheridge also said that the enforcement of a snagging prohibition is the department of Fish and Game's jurisdiction and therefore the Docks and Harbors department cannot enforce or require a prohibition. Docks and Harbors can however, regulate the type of gear used by persons at the facility.

The Committee discussed the issue and decided to review the regulations and to define for them what size hooks would be allowed for use on the dock. This topic will be brought forward to the next Operations Committee meeting.

VI. Items for Action continued

4. Rocky Bay Moorage Request.

Mr. Etheridge said the Rocky Bay Floating Lodge and Housing Barge would like to moor to a city dock. He said they are looking to tie up at the Steamship Wharf. He said that John Stone, Port Director would allow Rocky Bay to pay for the water and power hook up charges. He and Mr. Stone discussed a location for the Rocky Bay Floating Lodge and Housing Barge to tie up and decided upon the Cruiseship Dock. Mr. Etheridge also said that Rocky Bay has been informed that they have to be out of the space before May 15, 2008 and said that they agreed.

The Committee discussed fees and decided to charge them \$3.60 per foot.

**MOTION by MR. ETHERIDGE: ASK UNANIMOUS CONSENT TO ALLOW ROCKY BAY FLOATING LODGE AND HOUSING BARGE TO TIE UP TO THE CRUISESHIP DOCK AND RECOMMEND THAT THE BOARD CHARGE THE WINTER MONTHLY IVF RATE AND ALSO RECOMMEND THAT THEY PROVIDE THEIR OWN WATER AND POWER.**

**The motion passed without objection.**

VII. Items for Information/Discussion.

There was none.

VIII. Staff & Member Reports.

There was none.

IX. Committee Administrative Matters.

There was none.

X. Adjournment.

**MOTION by MR. ETHERIDGE: ASK UNANIMOUS CONSENT TO ADJOURN THE OPERATIONS COMMITTEE MEETING.**

**The motion passed without objection.**

The meeting adjourned at 5:45 pm